

## Contractor-Specific Information

If your work involves higher risk activities such as working at height, electrical work, hot work, etc. you may be required to obtain a permit to work from Facilities Management. To ensure that permits are issued appropriately, discuss the health and safety aspects of your work with your contact person within Facilities Management.

Smoking, the use of naked flames or the application of heat as in welding or burning is prohibited in all University buildings. The contractor must seek permission before commencing these activities from the Project Officer controlling the work.

Contractors will be expected to follow relevant method statements or safe systems of work. You should also advise Facilities Management if your work is likely to disturb any hidden services.

Additionally, contractors and their employees must familiarise themselves with actions to be taken in the event of fire including how to raise the alarm, location of the nearest fire alarm breakglass, means of escape from their work area and the location of fire fighting equipment and the fire assembly point.

Any contractor working on University premises:

- **Must not** obstruct means of escape routes
- **Must not** wedge open fire doors
- **Must not** disable detectors, isolate zones or tamper with any fire alarm system
- **Must not** remove fire extinguishers
- **Must not** carry out their work in such a way as to pose a risk to the health and safety of others

Information on locations of asbestos across campus is available from Facilities Management.

All contractors are expected to report any defective plant, unsafe practices or unsafe methods of work to Facilities Management.



## Moving Around Campus

Please take care when moving around campus.

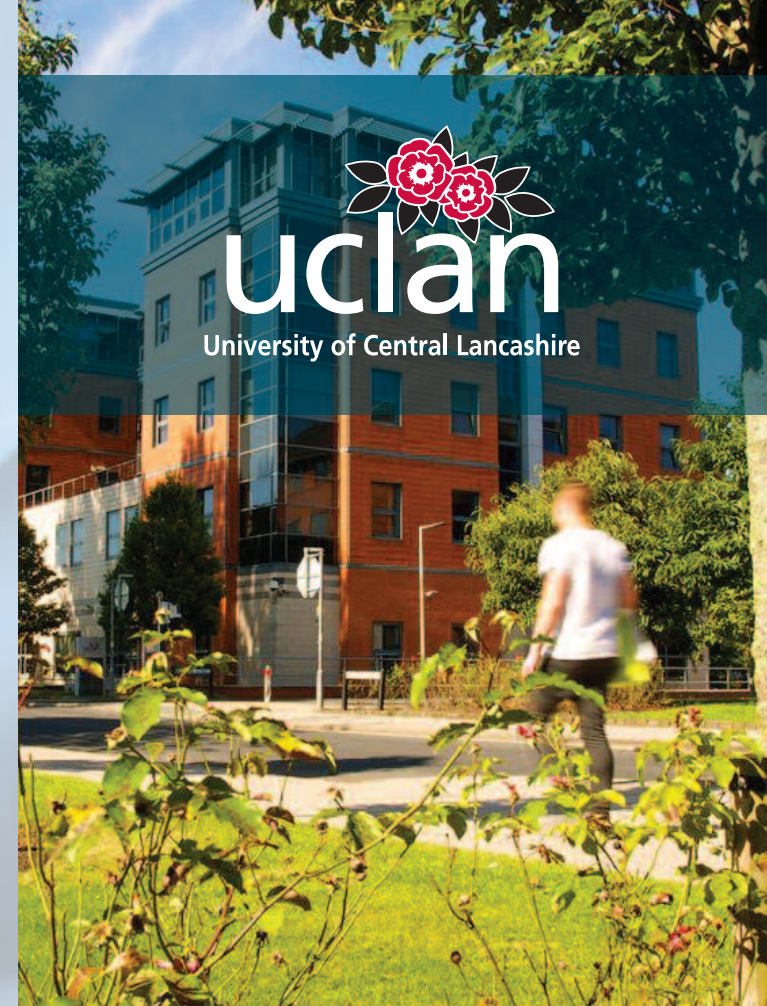
Ensure that:

- You stick to the speed limit
- Are mindful of pedestrians and cyclists
- Park sensibly
- Whilst walking around campus, stick to the footpaths and walkways

## Useful Contact Information

SHE Section	01772 (89) 2047
Security	01772 (89) 2068
Emergencies	<b>333</b> (internal)
Switchboard	01772 201201 or 0 (internal)
FM Helpdesk	01772 (89) 2888

[www.uclan.ac.uk/safety\\_health\\_environment/index.php](http://www.uclan.ac.uk/safety_health_environment/index.php)



# HEALTH AND SAFETY INFORMATION FOR VISITORS AND CONTRACTORS

Issue 3 - June 2015

The University is committed to providing a safe and healthy environment for its staff, students and visitors. However brief your visit to campus might be, we want to ensure that your time with us is a safe one and that you know what to do if you need help or assistance in an emergency. This leaflet will provide you with the basic information. Full policies and procedures are available on our website at: [http://www.uclan.ac.uk/safety\\_health\\_environment/index.php](http://www.uclan.ac.uk/safety_health_environment/index.php) or by contacting the SHE Section on 01772 (89) 2047.

### Fire Safety

The University has various systems in place to manage fire safety. It is therefore important that you are aware of what to do if you discover a fire or hear the fire alarm.

#### What to do if you discover a fire:

- Immediately operate the nearest fire alarm call point
- From a place of safety dial 333 or use an emergency telephone (red/green) to inform Security of the location of the fire
- Evacuate to the assembly point which is noted on the blue fire procedure notices displayed on means of escape

#### What to do if you hear the fire alarm:

- Leave the building by the nearest available exit closing doors behind you
- Do not stop to collect personal belongings
- Do not use lifts
- Evacuate to the assembly point which is noted on the blue fire procedure notices displayed on means of escape

Evacuation chairs are available within buildings to assist with the evacuation of mobility impaired persons. Details of locations are posted within buildings.

The fire alarms are tested on a weekly basis and signs detailing the day and time are displayed at building entrances. During such tests the alarm should sound for no longer than 10 seconds.

### First Aid

A first aider can be summoned by dialing one of the following numbers using any internal telephone:

- 333 University emergency number
- 0 Switchboard
- 2068 Security
- Any first aider where details are noted on signs displayed within University buildings

If you have any medical condition that you think we should be aware of please advise the person you are meeting.

### Incident Reporting

All incidents must be reported even if you do not sustain a personal injury or it is a near miss incident. Accident/Incident report forms can be obtained from Security, reception areas, the responsible person within the area you are visiting or on the SHE website under "A" for Accident Reporting:

[http://www.uclan.ac.uk/safety\\_health\\_environment/guidance\\_procedures.php](http://www.uclan.ac.uk/safety_health_environment/guidance_procedures.php)

Alternatively, you can contact the SHE Section on 01772 (89) 2047. These forms must be fully completed with all relevant contact/personal details.



### Any other emergency

In the case of any emergency where you require the Police, an ambulance, or Security please dial 333 from any internal telephone and state the nature of the emergency so that the University may respond appropriately.

**Emergency Number for UCLan is**

**333**

**from any internal telephone**

### Safety Signs and Signals

Whilst you are on campus it is important that you are aware of the different types of safety signs. Examples of some of the most important ones may be found below:

#### PROHIBITION SIGN



Red and white circles representing something you must **NOT** do.

#### WARNING



Yellow and black triangles warning of a danger.

#### MANDATORY



Blue and white circles represent something you **MUST** do.

#### EMERGENCY



Green and white rectangles provide emergency information and usually lead to a place of safety.